

**BEAR RIVER HIGH SCHOOL**

**RATIFIED 1987**

**Amended 1995**

**Amended 1999**

**Amended 2023**

We the members of the Associated Student Body of Bear River High School, in order to promote quality education, foster cooperation between students and staff, and to create school spirit, do hereby ordain and establish this constitution as our governing document.

**ARTICLE I**

**NAME**

1.1 The organization will be known as the Associated Student Body of Bear River High School.

1.2 The school's colors shall be cardinal, gray, black, and white.

1.3 The school's mascot shall be the Bruin.

**ARTICLE II**

**MEMBERSHIP**

2.1 Membership

- a. The ASB consists of all students enrolled at Bear River High School.

2.2 Bear River High School Staff

- a. The high school staff is not considered a part of the ASB, and therefore is not under the jurisdiction of this constitution
- b. Activities Director
  - i. The Activities Director is the advisor for Executive Council and Student Congress, and should be present at all related functions
  - ii. Concerns regarding Student Activities may be brought to the Activities Director
- c. Class Advisors
  - i. Class Advisors shall oversee class activities
  - ii. Class Officers should collaborate with their advisors on events and fundraising
  - iii. Class Advisors are governed by the school's outline of their duties
  - iv. Each class shall have one head advisor

2.3 All students of Bear River High School shall be members of the ASB and are entitled to the following privileges.

- A. To vote in student body and class elections.
- B. To hold student body and class elected positions and appointed officers.

2.4 All students with possession of ASB cards with valid All-Access are entitled to the following privileges:

- A. To attend all regular season interscholastic sports at reduced prices.
- B. To ride rooter buses at reduced prices
- C. To attend all ASB sponsored dances at reduced prices

### **ARTICLE III: EXECUTIVE COUNCIL**

#### 3.1 Purpose

- a. Executive Council shall approve all appropriations of the ASB
- b. Executive Council shall represent and act on behalf of the ASB
- c. Executive Council shall help organize and execute all ASB activities

#### 3.2 Positions

- a. ASB Cabinet
  - i. ASB President (elected)
  - ii. ASB Vice President (elected)
  - iii. ASB Sergeant at Arms (appointed)
  - iv. ASB Secretary (elected)
  - v. ASB Treasurer (elected)
- b. Senior Officers (elected)
  - i. President
  - ii. Vice President
- c. Junior Officers (elected)
  - i. President
  - ii. Vice President
- d. Sophomore Officers (elected)
  - i. President
  - ii. Vice President
- e. Freshmen Officers (elected)
  - i. President
  - ii. Vice President
- f. Activities Chair (appointed)
- g. Communications Chair (appointed)
- h. Outreach Chair (appointed)

i. ASB Commissioner

3.3 General Duties and Requirements

a. Eligibility

- i. All members of Executive Council must be enrolled at Bear River
- ii. All candidates must fill out the appropriate paperwork before the formal election begins. An application shall be submitted to the Activities Director so grade checks and other information may be checked before the candidate may participate in the election process.
- iii. No student may run for an office (ASB or Class) or an appointment with an “incomplete”, a “F” in any class, and under a 3.0 GPA on their report card during their last grading period. All incompletes must be cleared before a student may run for an office.

b. Attendance

- i. All members of Executive Council are required to be present during meetings
- ii. All members of Executive Council are required to be present during its functions, including (but not limited to) decorating, work parties, council retreat, special training sessions, and any relevant committee meetings
  1. In the event that a member of Executive Council cannot attend one of its functions, they may seek prior approval from the Sergeant at Arms to send a specific replacement
  2. Before any function, the ASB Sergeant of Arms and the persons overseeing the function shall hold a meeting for replacements in which their expectations shall be communicated
  3. Replacements are held to the same attendance guidelines as Council members, and their behavior will reflect the Council member who is being replaced
- iii. Tardies and Absences must be cleared in advance with all of the following:
  1. The ASB President
  2. The ASB Sergeant at Arms
  3. The Activities Director
- iv. Unresolved attendance issues are documented on a point system
  1. A tardy is 1 point, an absence is 2 points
  2. The ASB Sergeant at Arms shall notify any member of the Executive Council when they exceed 4 points, at which time they will be put up for Impeachment Review before the Executive Council

3. When a member of the Executive Council acquires 6 points in a semester, they will be removed from office
4. Points will not be given for cleared attendance issues

c. GPA

- i. All members of Executive Council are required to maintain a 3.0 GPA, without any F's throughout the term
- ii. Failure to maintain this GPA will result in a two-week suspension from Executive Council
  1. Failure to regain the required GPA during the suspension will result in removal from office
  2. More than one GPA-related suspension in a semester will result in removal from office

d. Conduct

- i. All members of Executive Council must be familiar with *Robert's Rules of Order*
- ii. All members of Executive Council shall act as model students and citizens
- iii. All members of Executive Council shall adhere to the Code of Ethics signed upon application to Executive Council
- iv. All members of Executive Council must abide by the rules and regulations set forth in the Student Handbook
- v. All members of Executive Council must be familiar with the ASB Constitution and their job descriptions

e. Fundraisers

- i. Class Officers may choose to hold class fundraisers

### 3.3 Job Specific Duties and Requirements

a. ASB President

- i. Must have completed at least 6 semesters of high school
- ii. Must have attended Bear River for at least 4 semesters
- iii. Must have served at least 2 semesters in Leadership Class or another BRHS Leadership position (FFA/Yearbook/journalism etc)
- iv. Must maintain at least a 3.0 GPA without any Fs throughout the term
- v. Must attend Class/Activities/Communications meetings when appropriate
- vi. Must attend Site Council meetings
- vii. Shall plan and preside over meetings of the Executive Council
- viii. Shall plan and preside over meetings of the ASB Cabinet
- ix. Shall collaborate with the Activities Director
- x. Shall preside over all functions of the Executive Council

- xi. Shall maintain communications between Executive Council and the Activities Director
  - xii. Shall plan and produce activities for Executive Council
  - xiii. Shall attend monthly board meetings and act as a liaison between the board and Executive Council
  - xiv. Shall be responsible for the evaluation of the Committee heads and Class officers weekly during Cabinet Meeting
- b. ASB Vice President
- i. Must have completed at least 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must have served at least 2 semesters in Leadership Class or another BRHS Leadership position (FFA/Yearbook/journalism etc)
  - iv. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - v. Must attend meetings of the ASB Cabinet
  - vi. Must Attend Class/Activities/Communications meetings when appropriate
  - vii. Must attend Site Council Meetings
  - viii. Shall aid the ASB President when necessary/appropriate
  - ix. Shall fill in for the ASB President in their absence
  - x. Shall take attendance in the absence of the ASB Sergeant at Arms
  - xi. Shall preside over Student Congress
  - xii. Shall oversee attendance at Student Congress meetings
  - xiii. Shall assist the ASB President in planning and producing activities for Executive Council
  - xiv. Shall oversee “plus/delta” discussions
  - xv. Shall maintain the ASB Activities Folder
  - xvi. Shall be responsible for the oversight of Class Officers with at least a weekly check-in
  - xvii. Shall attend monthly board meetings and act as a liaison between the board and Executive Council
  - xviii. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- c. ASB Sergeant at Arms
- i. Must have completed at least 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must have served at least 2 semesters in Leadership Class or another BRHS Leadership position (FFA/Yearbook/journalism etc)
  - iv. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - v. Must attend meetings of the ASB Cabinet
  - vi. Must be fluent with *Robert’s Rules of Order*

- vii. Must be familiar with the procedures in which meetings are run
  - viii. Shall oversee attendance at all Executive Council functions
  - ix. Shall maintain order during meetings (of Executive Council or otherwise)
  - x. Shall be responsible for initiating impeachment reviews for Council Members
  - xi. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- d. ASB Secretary
- i. Must have completed 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - iv. Must attend meetings of the ASB Cabinet
  - v. Must be familiar with this constitution
  - vi. Shall interpret the constitution when necessary
  - vii. Shall keep minutes at all Executive Council meetings (and submit them to the Activities Director, ASB Bookkeeper, and ASB Cabinet)
  - viii. Shall keep minutes at all ASB Cabinet meetings (and submit them to the Activities Director, and ASB President)
  - ix. Shall review the constitution and create amendments when necessary
  - x. Shall lead constitutional amendment proceedings when necessary
  - xi. Shall respond to communications to ASB Cabinet/Executive Council
  - xii. Shall extend gratitude and congratulations on behalf of the ASB
  - xiii. Shall document the meeting norms at the beginning of the year as it is passed by Executive Council
  - xiv. Shall maintain organization of the Executive Council's Google Drive
  - xv. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- e. ASB Treasurer
- i. Must have completed 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - iv. Must attend meetings of the ASB Cabinet
  - v. Shall be familiar with FCMAT/CASBO guidelines
  - vi. Shall be knowledgeable of all financial activities of the ASB
  - vii. Shall prepare and maintain a budget of all ASB funds
    - 1. The budget should be completed and saved by the second week of September
  - viii. Shall review applications for ASB funds

- ix. Shall schedule appointments for club/sport representatives to attend Executive Council Meetings
  - x. Shall oversee presentation of club/fundraiser requests during Executive Council Meetings
  - xi. Shall be responsible for the evaluation of members that fall under any committee made the ASB Treasurer.
- f. Senior Class President
- i. Must be a member of the represented class
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - iv. Shall organize and preside over Class Meetings
  - v. Shall oversee planning of Prom with Junior Class President
  - vi. Shall oversee planning of Senior Events
  - vii. Shall oversee design/sales of Senior T-Shirts
  - viii. Shall design and organize t-shirts for Powder Puff
  - ix. Shall communicate with class advisor(s)
  - x. Shall be the voice of the Senior Class at meetings
  - xi. Shall collaborate with the Senior Vice President
  - xii. Shall form a budget with the ASB Treasurer and Activities Director
  - xiii. Shall plan and oversee fundraising for the Senior Class
  - xiv. Shall regularly report to the ASB Vice President
  - xv. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- g. Junior Class President
- i. Must be a member of the represented class
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - iv. Shall organize and preside over Class Meetings
  - v. Shall oversee planning of Prom with Senior Class President
  - vi. Shall design and organize t-shirts for Powder Puff
  - vii. Shall communicate with class advisors
  - viii. Shall be the voice of the Junior Class at meetings
  - ix. Shall collaborate with the Junior Vice President
  - x. Shall form a budget with the ASB Treasurer and Activities Director
  - xi. Shall plan and oversee fundraising for the Junior Class
  - xii. Shall regularly report to the ASB Vice President
  - xiii. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- h. Freshman/Sophomore Presidents

- i. Must be a member of the represented class
  - ii. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - iii. Shall plan and preside over Class Meetings
  - iv. Shall communicate with class advisors
  - v. Shall be the voice of the respective class at meetings
  - vi. Shall collaborate with the respective Class Vice President
  - vii. Shall form a budget with the ASB Treasurer and Activities Director
  - viii. Shall plan and oversee fundraising by the respective class
  - ix. Shall regularly report to the ASB Vice President
  - x. Shall be responsible for the evaluation of the members of their class based on given/created assignments.
- i. Class Vice Presidents
- i. Must be a member of the represented class
  - ii. Must attend Class Meetings
  - iii. Shall maintain a class birthday list every month
  - iv. Shall aid the class president in their specific duties
  - v. Shall fill in for a class president in their absence
  - vi. Shall take minutes at class meetings
    - 1. Will provide recorded minutes to the ASB Book Keeper
  - vii. Shall send thank-you cards on behalf of the class
  - viii. Shall recruit class members for activities
  - ix. Shall aid their class president in evaluating the members of their class based on given/assigned assignments.
- j. Activities Chair
- i. Must have completed at least 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must have served at least 2 semesters on Executive Council or in Leadership class
  - iv. Must maintain at least a 3.0 GPA without any Fs throughout the term
  - v. Shall plan and preside over Activities Meetings and committees as they arise
  - vi. Shall oversee the planning and organization of all Activities Committee events under the direction of the ASB Cabinet
  - vii. Shall be knowledgeable of all activities of the ASB
  - viii. Shall communicate with the ASB Cabinet and Activities Director on behalf of the Activities Committee
  - ix. Shall maintain constant communication with the ASB Cabinet and Activities Director to ensure all duties and responsibilities are being fulfilled



- x. Shall collaborate with other committees in the interest of achieving goals
  - xi. Shall oversee the student section
  - xii. Shall be responsible for the evaluation of the members of their class based on given/created assignments made by the Activities Chair.
- k. Communications Chair
- i. Must have completed at least 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must have served at least 2 semesters in Leadership Class or another BRHS Leadership position (FFA/Yearbook/journalism etc)
  - iv. Must maintain at least a 3.0 GPA throughout the term
  - v. Shall plan and preside over Communications Meetings and committees as they arise
  - vi. Shall oversee the planning and organization of all ASB advertising
  - vii. Shall be knowledgeable of all activities of the ASB
  - viii. Shall communicate with the ASB Cabinet and Activities Director on behalf of the Communications Committee
  - ix. Shall maintain constant communication with the ASB Cabinet and Activities Director to ensure all duties and responsibilities are being fulfilled
  - x. Shall collaborate with other committees in the interest of achieving goals
  - xi. Shall be responsible for the upkeep of Executive Council's social media accounts
  - xii. Shall designate individuals to take pictures and document school events
  - xiii. Shall ensure training is provided to someone in the job of working the sound system
  - xiv. Shall be responsible for the evaluation of committees that fall under the communications chair.
- l. Outreach Chair
- i. Must have completed at least 4 semesters of high school
  - ii. Must have attended Bear River for at least 2 semesters
  - iii. Must have served at least 2 semesters in Leadership Class or another BRHS Leadership position (FFA/Yearbook/journalism etc)
  - iv. Must maintain at least a 3.0 GPA throughout the term
  - v. Shall plan and preside over Outreach Meetings and committees as they arise
  - vi. Shall oversee the planning and organization of all ASB outreach
  - vii. Shall be knowledgeable of all activities of the ASB
  - viii. Shall communicate with the ASB Cabinet and Activities Director on behalf of the Outreach Committee

- ix. Shall maintain constant communication with the ASB Cabinet and Activities Director to ensure all duties and responsibilities are being fulfilled
- x. Shall collaborate with other committees in the interest of achieving goals
- xi. Shall be responsible for submitting a monthly article dealing with ASB to local newspaper for publication
- xii. Shall communicate with club leaders throughout the year
- xiii. Shall be head of link crew throughout the duration of the year
- xiv. Shall be responsible for evaluating committees that fall under the Outreach Chair.

### 3.4 Reviews

#### a. Evaluations

- i. Evaluations of members of Executive Council are performed once per semester by the Evaluation Board which includes the Activities Director, ASB President, and ASB Vice President
- ii. If a member of Executive Council has decided to resign, they should notify the Evaluation Board
- iii. During an evaluation, if a member of Executive Council is found to have not met requirements/fulfilled the duties of their position as set forth in the constitution, they may be removed from office or, at the discretion of the Evaluation Board, be given a contract to improve

#### b. Impeachment Reviews

- i. A member of Executive Council may be put up for an Impeachment Review...
  - 1. By the ASB Cabinet or Activities Director; however, Impeachment Reviews may be suggested to these parties by any member of the ASB or staff
  - 2. After they have accumulated 4 points for attendance
- ii. A member of Executive Council who is put up for Impeachment Review shall be entitled to...
  - 1. A statement of justification for review
  - 2. The opportunity to plead their case in front of the Executive Council
- iii. A member of Executive Council may only be impeached after a motion for their impeachment has been made and passed by a majority of Executive Council Members in attendance for the review

### 3.5 Term Length

- a. Executive Council Members' term of office shall be the length of the school year for which they are elected or appointed.

### 3.6 Installations

#### a. Application Process

1. All members of Executive Council (with the exception of Freshman Officers) shall be elected/appointed in March of the school year prior to the term
  - a. Freshman Officers and any other positions not filled by the original installation will be elected/appointed at the beginning of the term
2. Interested individuals will be given access to an application packet which includes a contract and requirements to hold a position on Executive Council
  - a. The application packet must be submitted (completely filled out) by the due-date in order to be eligible to hold office
  - b. Any applicant may choose to withdraw their application at any time
  - c. Applications are required to hold a position on Executive Council
3. Applicants seeking an Elected Office may apply for up to 3 Appointed Positions for which they are eligible in the event that they are not elected to office
4. Applicants seeking an ASB Elected Office are required to submit an Application Packet that consists of a form indicating the Candidate's preference in terms of specific elected positions and a written sample, the specifics of which are laid out in the ASB Elected Position Packet
5. All applicants will be interviewed by the current Executive Council in a special, closed session using a predetermined list of interview questions
6. Applicants must obtain at least 60% of the points available for Candidate Eligibility
  - b. Applicants will be scored in part by a member of the ASB Cabinet during the interview
  - c. To establish a "Council Recommendation," all present Council Members shall vote on whether or not they support the applicant's candidacy after the interview
  - d. The Activities Director shall be responsible for procuring the applicant's GPA, discipline record, and teacher recommendation
  - e. Failure to obtain eligibility will result in disqualification

### 3.7 Elections

- a. The General Student Body Election is the first round of installments for the following year's Executive Council
- b. Elections are open to the ASB, however not all members may vote for every office

1. Class Officers are voted for only by members of the respective class
  2. ASB Officers are voted for by the entirety of the ASB
  3. Seniors may not vote for any officers
- c. Elections may be performed by any method deemed by the Activities Director as fair/accurate
  - d. Candidates for Elected Offices must follow the campaigning guidelines set forth in the Application Packet, or be disqualified
  - e. In the event of a tie or that a newly Elected Officer is no longer eligible/willing to hold office the following year, a Special Election must be held
  - f. Special Elections
    1. A Special Election is any election held at any point during the year that is not considered a General Election
    2. Special Elections may be held in the event of a tie during a General Election, for the replacement on an Elected Officer, etc.
    3. Special Elections still require completion of the Application Packet

### 3.8 Appointments

- a. Appointments for the following year's term shall be made after election results have been released
  1. Individuals who sought an Elected Office but were not elected may run for any Appointed Position for which they are eligible, provided that they have applied for that position
- b. Appointments are made by the current Executive Council after all applicants have been interviewed
  1. This is done in the same session used to establish Candidate Eligibility for applicants seeking only an appointed office
  2. Applicants who unsuccessfully ran for Elected Office and are seeking appointment must be interviewed again using the appropriate list of predetermined questions
- c. Appointments are made based on a majority vote of present Executive Council Members and newly Elected Officers
  1. This vote is separate from the Council Recommendation for Candidate Eligibility
- d. Current members of Executive Council who are running for an Appointed Position may not be present during the interview/discussion/voting process for the position for which they are seeking appointment, however they may be present for any others

### 3.9 Removal from Office

- a. Any member of Executive Council may be removed from office by the Activities Director or ASB Cabinet for any of the following reasons:
  - 1. Unsatisfactory grades
  - 2. Behavior unbecoming of a member of Executive Council
  - 3. Violation of the Code of Ethics
  - 4. Violation of the constitution
  - 5. Consistent failure to fulfill job-specific duties
- b. Any member of Executive Council may be removed from office after an Impeachment Review by a motion from another member which obtains a majority vote.
  - 1. The entirety of ASB Cabinet must be present for the motion to pass.
  - 2. The removal process shall be guided by the ASB Sergeant at Arms and the Activities Director
- c. Any Executive Council Member who is removed may be given an appeal by setting an appointment with the ASB Cabinet and Activities Director

### 3.10 Replacement of Members

- a. In the event that a position on Executive Council is vacated mid-term, the remaining members must vote on whether it is necessary to fill the open position for the remainder of the term
  - 1. If it is decided that the position does not need to be occupied, it will remain vacant for the remainder of the term
- b. When an Elected Office needs to be filled mid-term, the officer of the next rank within the same department will be given the first opportunity to fill the position
  - 1. If the next ranking officer does not wish to take the open office, the regular installment process for Elected Officers will be used to fill the vacated position
  - 2. If the next ranking officer does choose to take the open office, their position must be filled following the procedure outlined in this section
- c. When an Appointed Position needs to be filled mid-term, the position shall be open to the ASB, and normal appointment procedures shall be followed
- d. Current Members of Executive Council may not run for an open position mid-term while they hold an office/commissioner position
  - 1. If a current member of Executive Council wishes to run in a Special Election/interview for an Appointed Position mid-term, they must first resign their current position and will not be guaranteed a position after the election/interview process

### 3.11 Meetings

- a. Meetings of the Executive Council shall occur on a weekly schedule set forth at the beginning of the school year

- b. Executive Council meetings shall follow *Robert's Rules of Order*
- c. Weekly meetings are open to the ASB
- d. Meetings are held to approve all appropriations of the ASB
- e. The ASB President shall preside over all meetings
- f. It is their responsibility to create an agenda for each meeting
- g. If a topic needs to be discussed at the meeting, the ASB President should be notified a day in advance
- h. The ASB Secretary shall record minutes at each meeting
  - 1. It is their duty to provide the previous meeting's minutes at each meeting for approval
- i. The ASB Sergeant at Arms shall enforce order at the meetings when necessary, including both procedural and behavioral issues
  - 1. Disruptions from Council Members will be documented on a point system
    - a. The first point is a warning, the second point will result in the accumulation of an attendance mark
  - 2. *Robert's Rules of Order* may also be referred to for questions of Parliamentary Procedure
- j. The ASB Sergeant at Arms shall take attendance at each meeting
  - 1. In their absence, the duty falls on the ASB Vice President
- k. At each meeting, a list of new clubs, budgets, Purchase Order requests, and check requests (provided by the ASB Treasurer) shall be approved
- l. All matters shall be decided on by a verbal vote of the present Executive Council Members
  - 1. If a majority is unclear using this method, another form of voting may be used
  - 2. The ASB President shall only vote in the event of a tie

## **ARTICLE IV STUDENT COUNCIL**

### 4.1 Purpose

- a. The Student Congress shall act as a liaison between the ASB and Executive Council and shall act as a forum for student ideas and concerns.

### 4.2 Members

- a. The entirety of Executive Council
- b. Classroom Representatives
  - i. A student representative from each classroom on campus shall be selected to represent their class at all Student Congress Meetings

- ii. These representatives may be chosen by any method within each classroom
- iii. Classroom Representatives shall report back to their classes with the information received/discussed at the Student Congress Meeting
- iv. Classroom representatives shall gather information and concerns regarding matters pertaining to the ASB

#### 4.3 Meetings

- a. Meetings of the Student Congress shall occur monthly on a prearranged schedule during Flex Time
- b. The ASB Vice President shall preside over all meetings of the Student Congress
  - i. It is their duty to provide an agenda at each meeting
  - ii. The ASB President shall preside over meetings in the absence of the ASB Vice President
- c. The ASB Sergeant at Arms shall take attendance at all meetings
- d. The Student Congress should be informed of all matters discussed by Executive Council
  - i. It is then the responsibility of the Classroom Representatives to report these discussions back to their class
- e. The Student Congress shall nominate BRHS staff for Staff Member of the Month
- f. Student Congress Members may add to the agenda by contacting the ASB Vice President 48 hours before the meeting

### **ARTICLE V: CLUBS AND ORGANIZATIONS**

#### 5.1 Guidelines

- a. All clubs shall comply with school regulations for activities
- b. All clubs will have a staff advisor who will be responsible for overseeing and providing assistance
- c. All clubs will receive authorization from the Executive Council to function
- d. All clubs must submit club renewal documentation by May 31st of each school year to remain a club in good standing the following school year.
  - 1. Each club must reapprove its constitution as part of the renewal process annually.
  - 2. Clubs may carry over no more than 25% of the sum of their carryover income and annual income without an approved budget plan for the funds.
  - 3. Any club inactive for more than one year will be no longer available for renewal
  - 4. Any and all funds from inactive clubs will be dispersed according to FCMAT guidelines.

5. Clubs that are inactive for 18 months will forfeit all funds to ASB

#### 5.2 Inception

- a. In order for a new club to be formed, staff advisor must be acquired
- b. New clubs must draft a constitution in which their purpose, terms of membership, and officers must be stated, and must provide a list of students sponsoring the club
- c. The new club's constitution, estimated budget, and club request paperwork must be reviewed and approved by the Executive Council
- d. Executive Council will vote to ratify or deny club status by simple majority

### **ARTICLE VI: ASB FUNDS**

#### 6.1 Budgets

- a. The budget for ASB Funds shall be prepared by the ASB Treasurer and Activities Director
- b. All budgets must be approved by the Executive Council with a  $\frac{2}{3}$  vote in favor
- c. Student Class budget
  - i. While all class budgets will be prepared by their class officers, the Executive Council will oversee all funds
- d. Graduating class funds
  - i. The student government will be the stewards of each of the class' funds.
  - ii. Class officers will be responsible for submitting a class budget at the beginning of each school year.

#### 6.2 Payments

- a. Any withdrawal of funds from an ASB account must be pre-approved by the Executive Council
- b. All bills must be paid in check

#### 6.3 Regulations

- a. All funds running through ASB shall follow FCMAT/CASBO regulations.

#### 6.4 Scholarships

- a. Scholarships shall be awarded based on approval by the Executive Council
- b. Scholarships are not to exceed the amount allotted in the budget
- c. Scholarships must be in accordance with District Board-approved guidelines

#### 6.5 Athletics Funds

- a. All athletics funds will be managed separate from ASB funds as outlined below
  - i. As recognized stewards of these funds budgets, PO requests, requests for payment, deposits, and fundraiser requests will all be approved by the Activities Director, Administration, and the ASB Account Tech.



## **ARTICLE VII: AMENDMENTS**

### **7.1 Creation**

- a. The ASB Secretary shall review the constitution with the Executive Council at the beginning of each year to determine whether amendments need to be made
- b. If an amendment is necessary, it is the ASB Secretary's responsibility to write it
- c. Any member of the ASB may propose an amendment to the ASB Secretary
- d. Amendments may be made at any time during the year

### **7.2 Approval**

- a. Amendments to the constitution must be presented by the ASB Secretary at a meeting of the Executive Council
- b. A motion must be passed by Executive Council in order for an amendment to be proposed
  - i. In the event that the amendment needs to be revised, it must be re-submitted at the next Executive Council Meeting

### **7.3 Inclusion**

- a. The ASB Secretary shall be responsible for adding amendments to the constitution
- b. Any amendments must be presented to the Executive Council and passed by a majority of the members in attendance
- c. Amendments shall be added to the relevant section of the Constitution and the date of amendment shall be recorded at the top of this document
  - i. Previous versions of the Constitution shall be saved for reference